



ACCOUNT CLERK II

Job Code: 1108

EEO Class Code: Office / Clerical

Union Status: CWA

FLSA Code: Non-Exempt

Salary Grade: h23b

NATURE OF WORK

Sub-professional accounting duties which require a working acquaintance with the application of municipal accounting principles and practices in the maintenance of financial records.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Maintains books of original entry; posts to general, special and subsidiary ledger accounts from invoices, receipts, payrolls, journals, transfer and adjustment orders, and other sources of original entry.
- Takes trial balances; checks and codes invoices, verify and audits purchase orders and statements; prepares vouchers for payment, and maintains records and prepares reports on daily cash receipts; applies prorating schedules and computes operating costs for various City activities.
- Prepares, analyzes, checks, audits, and distributes payrolls; verifies work performed for accuracy and prepares reports which summarize posting.
- Performs typing and filing which is incidental to bookkeeping duties; balances and proves all payrolls; codes and verifies all payroll inputs; reconciles bank statements.
- Prepares accounts payable for discount; coordinates coded information sent to data processing and verify the results.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office methods, procedures and equipment.
- Knowledge of governmental bookkeeping principles and procedures.
- Knowledge of commercial arithmetic.
- Ability to operate office machines.
- Ability to maintain financial records and to prepare clerical and financial reports.
- Ability to make and verify computations quickly and accurately.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to furnish directions to clerical and fiscal employees.

MINIMUM REQUIREMENTS

- Employed by the City for the past six (6) months (part-time will be prorated).
- Two (2) years full-time verifiable accounting or bookkeeping experience. Thirty (30) semester hours from an accredited college or university with twelve (12) semester hours in accounting or bookkeeping OR successful completion of 450 hours from an accredited vocational school with 120 hours in accounting or bookkeeping may substitute for one (1) year of experience (partial year may be prorated).
- Must have knowledge of municipal accounting or bookkeeping practices. Must type 20 correct words per minute.

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine.
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

- General and specific assignments are received and work follows prescribed procedure and is subject to audit and review of records.

SUPERVISION EXERCISED

- Furnishes technical directions to clerical employees.